

XML Document Editor User's Manual

Creating ITSP Documents using the XML Document Editor



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This user's guide is being provided to all ITSP contractors as an aid for the creation of valid XML documents or catalogs. The step by step instructions and references are for the XML Document Editor standalone application and are tailored for the approved Procurement Automation DTD.

Please contact your ESC ITSP Management Office if you have any questions.

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Preface

The Procurement Automation (PA) program is an Electronic Systems Center (ESC) initiative designed to achieve efficient and economical contract transaction management. At the root of this ESC initiative is the concept of presenting competing company data in an even and unbiased manner to Service Program Office (SPO) contracting officers. Through the Procurement Automation Project, each Information Technology Services Program (ITSP) contractor is given the ability to represent their company and team members' qualifications and skills on an even playing field to be considered for General Services Administration (GSA) Federal Supply Schedule (FSS) Blanket Purchase Agreement orders. The PA system will leverage Commercial Off-the-Shelf (COTS) products to create an open and extensible architecture that will be utilized to the maximum extent possible by the ITSP contractors to accurately and easily reflect their company and teaming partners' skills and qualifications. This is a process made simple through the use of existing Internet technology coupled with eXtensible Markup Language (XML).

This User's Guide will instruct you on how to use the XML Document Editor to develop an ITSP XML document. This guide will take you through each element required in an ITSP XML file and explain how the information must be entered so your document will facilitate an organized and accurate presentation of your information to the ESC purchasing offices.

Creating an ITSP XML Document

Introduction

The Primary purpose of this Manual is to help you create a valid XML document that is associated with the ITSP Company Member Document Type Definition (DTD). This document's purpose is not to explain the concepts of XML or DTD's, but to help you create an XML document from a DTD and submit it for use by ESC within the Procurement Automation Application.

ESC is utilizing the new technology of XML as a way to represent all information given to them from the Member Company's in a fair and unbiased way. XML helps them accomplished their goal by asking every company to provide specific information and having this information conform to the Procurement Automation DTD.

This document is specific to the XML Document Editor available on the HERBB web site. Follow the outline specified in this Manual and the DTD Specifications Guide (located in Appendix A of this manual) for what information gets inserted into the areas designated for PCDATA. It is pretty much fill in the blanks from there, but the ELEMENTS have to follow the criteria listed in the DTD Specification Guide located in Appendix A of this manual. If your XML document does not follow this specific criteria or you leave out an ELEMENT that is required, your XML document will not be valid, and your information will not be accessible to the people who will be using this information.

Terminology

Before we go any further, some basic terminology is defined below. **Document Type Definition (DTD):** A Document Type Definition (DTD) provides the rules that define the elements, attributes and structure of your XML document. Think of it this way, a DTD defines the format that you will use to create an XML document.

- **XML Document:** An XML document takes the DTD and uses it as a guide for formatting the information in your XML documents. The XML document that conforms to its associated DTD is said to be a valid XML document.
- **Tags:** The ELEMENT is enclosed within the open tag "<>" and a closing tag "</>". ELEMENT Data is placed between the opening and closing tags.
Example: `<ADDRESS>123 Elm Street</ADDRESS>`
- **ELEMENT:** A named collection of document content. Most collections can contain other collections
- **ATTRIBUTE:** Markup that allows further description of an ELEMENT. Usually consists of a predefined list, of which you choose one value from the list.
- **PCDATA:** indicates that the declared value of the ELEMENT is Character Data or free form text. When you see PCDATA or #PCDATA, you know that data or text needs to be inputted within that ELEMENT.

NOTE: XML is case sensitive.

This Manual will describe the order in which you place the XML ELEMENTS and what information is to be contained within the tags of the ELEMENT. In order for your XML document to be valid, you must conform to the DTD that is associated with it. The ITSP DTD is located on the Web at the Hanscom HERBB Web Site. You can either create your XML document by associating your XML document with this DTD, or you can save this DTD to your local drive and associate it from your local drive (NOTE: The DTD may change from time to time. Make sure you have the current version).

The DTD

What is a DTD?

A DTD or *Document Type Definition* is the method in XML to frame the architecture for the data elements that are to be displayed or retrieved. It is essentially a nesting structure that lists data items according to their type, subtype or atomic properties. For example, an aircraft is an end item piece of equipment, but if broken down into its atomic elements, we would have aluminum to make the skin item of the element “aircraft”, steel as the attribute of the framework item, rubber as the attribute to make the items tires, nylon as an attribute of the fabric type of the seats item and so on. XML allows you to make the same correlation with data, by nesting attributes into elements. The DTD spells out this nesting architecture for predefined attributable elements. For this manual, there is a single, uniform, and explicit DTD that all ITSP contractors and members will utilize to complete the XML document.

Where is the standard ITSP DTD?

Before you can begin to create your ITSP XML document, you will need to know where the latest ITSP DTD is located.

The DTD for ITSP can be found on ESC’s Internet web site (HERBB) at:

http://www.herbb.hanscom.af.mil/esc_opps.asp?rfp=ITSP



Each and every ITSP contractor will utilize the same DTD, there are no unique DTDs for individual companies or teams, only unique information and attributes. So every company has the same opportunity to present the same type of information.

This DTD may change, and it’s important to use the current version. ESC will send an email to the XML Point of Contact (POC) listed in the DTD notifying users of the latest version, which will be posted on the Web at the HERBB site.

XML Validation

You’ll need to ensure your XML document is *valid*, and to do that, you must conform to the DTD that is *associated* with it. Remember a DTD (Document Type Definition) tells you what kinds of things need to be in the XML document and in what order they need to be in. If you use the XML Document Editor to create your XML document, it will automatically manage the required content and order within the

It is important to note that manual entry of the DTD does not allow for validation.

Working with <TAGS>

In working with XML tags, keep in mind that there must be an opening tag and a closing tag. Between these tags is where you enter your specific information. Of course, the explicit data information between your tags is different from another company’s. You will have tags that allow you to give your company’s name, address, size, and other information such as white papers, honors and awards won.

Tags and the information contained within them are set up in a particular order, the order defined by the DTD. One line of XML, consisting of tags and the information between them, must precede and follow certain other lines of XML. The whole XML document is done in this precise way. By using the XML Document Editor available on the HERBB web site, you need not worry about the tags and their order because the application will take care of this automatically based on the ITSP DTD. This information is here to give you a better understanding of what you will be looking at when you view your XML document.

Getting Started

The XML Document Editor can be downloaded from the HERBB Website at the same location as the DTD described above. Click on the link and a dialog box should appear asking if you want to open the file or save it to disk. Select save to disk and a location on your computer's hard disk to save to. Once the download is complete, click on the Windows "Start" menu and click "browse". Find the downloaded file, select it using your mouse and click "Open" to initiate the installation. Once the installation has completed, you may begin using the XML Document Editor. For instructions on using the XML Document Editor, please refer to the online Help located under the "Help" menu within the application.

Open the XML Document Editor

This User's Guide was developed specifically for the XML Document Editor available for download on the HERBB web site.

Select "Run" from the Windows "Start" menu. When the dialog box appears enter the path and executable file for the XML Document Editor. Otherwise, click on "Browse" and locate the file on your hard disk. Select the file and click "Open" and then click "Ok" to launch the XML Document Editor. The XML Document Editor window will appear with a new document loaded.

Create a New XML Document and Load a DTD/Schema

A new document will be loaded when the application is launched. Before you begin, you must load the DTD/Schema you wish the XML document to conform to. Select "Load DTD/Schema" from the "Options" menu. A dialog box will appear requesting that you enter the location of the DTD/Schema. Here you must put the complete path of the DTD/Schema whether it is on your computer's hard disk or somewhere on the Internet. You can either download the DTD from the HERBB web site and enter the path of the file on your computer or you can enter the URL of the file as it exists on HERBB. If you are entering the URL of the DTD posted on the HERBB web site, enter it in the dialog box and click "Ok". As of the date of this document, the path for the latest DTD is:

<http://www.herbb.hanscom.af.mil/download.asp?rfp=ITSP&Filename=DTDdoc.dtd>

If the load is successful, a dialog message will appear with the message, "Your URL based DTD/Schema has been loaded". Click the "OK" button to begin creating your XML document. If for some reason you receive the message "Could not find the specified DTD or Schema", check that you entered the correct path for the DTD/Schema and try again.

Step by Step Instructions to Create an ITSP XML Catalog

The following instructions will describe how to enter PC Data for the XML document using the XML Document Editor. The order in which these instruction will be presented will follow the hierarchy order as displayed in the XML Document Editor. If it is not already expanded, expand the COMPANY_MEMBERS_QUALIFICATIONS container node by clicking the "+" symbol to the left of it.

1. CONTACT_XML:

Click on the "+" symbol next to CONTACT_XML to expand the container. You should see two leaf nodes called CONTACT_XML_NAME and CONTACT_XML_EMAIL.

- a. Highlight CONTACT_XML_NAME by selecting it with your mouse. Notice that this is a required element of CONTACT_XML.
- b. Click on the element content field on the right side of the window and add contents to CONTACT_XML_NAME.
- c. Enter the contact name of the person who is responsible for maintaining this XML document and click the "Add" button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight CONTACT_XML_EMAIL by selecting it with your mouse. Notice that this is a required element of COMPANY_MEMBER_QUALIFICATIONS.

- e. Click on the element content field on the right side of the window and add contents to CONTACT_XML_EMAIL.
 - f. Enter the contact email address of the person who is responsible for maintaining this XML document and click the “Add” button.
- Note: Do not enter more than 125 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.*
- g. Click on the “-” symbol next to CONTACT_XML to minimize the container node.

2. COMPANY_INFORMATION:

Click on the “+” symbol next to COMPANY_INFORMATION to expand the container. This container has several leaf nodes as well as several sub containers.

- a. Highlight COMPANY_NAME by selecting it with your mouse. Notice that this is a required element of COMPANY_INFORMATION.
- b. Click on the element content field on the right side of the window and add contents to COMPANY_NAME
- c. Enter your company’s name and click the “Add” button. (*Remember that the name must be entered exactly as it appears on the ITSP Members list posted on the HERBB web site).*

Note: Do not enter more than 125 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight COMPANY_INCEPTION by selecting it with your mouse. Notice that this is a required element of COMPANY_INFORMATION.
- e. Click on the element content field on the right side of the window and add contents to COMPANY_INCEPTION
- f. Enter the year in which your company was founded and click the “Add” button.

Note: You must enter no more than four digits for the year in the format YYYY.

- g. Highlight ANNUAL_REVENUE by selecting it with your mouse. Notice that this is a required attribute of COMPANY_INFORMATION. You can only enter an attribute from the attribute list. Select the range of your company's last years annual Revenue
- h. Click on the RANGE in the attribute field. Select one of the predefined values in the value field by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- i. Highlight NUM_GOVT_CONTRACT_PAST_5YRS by selecting it with your mouse. Notice that this is a required element of COMPANY_INFORMATION.
- j. Click on the element content field on the right side of the window and add contents to NUM_GOVT_CONTRACT_PAST_5YRS
- k. Enter the Number of commercial contracts your company has had in the past 5 years and click the “Add” button.

Note: Do not enter more than 8 digits in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- l. Highlight NUM_COM_CONTRACT_PAST_5YRS by selecting it with your mouse. Notice that this is a required element of COMPANY_INFORMATION.
- m. Click on the element content field on the right side of the window and add contents to NUM_COM_CONTRACT_PAST_5YRS
- n. Enter the number of commercial contracts your company has had in the past 5 years and click the “Add” button.

Note: Do not enter more than 8 digits in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- o. Highlight VALUES_MISSION_STATEMENT_URL by selecting it with your mouse. Notice that this is an optional element of COMPANY_INFORMATION. Note that this may be a little further down in the list since the list is alphabetically sorted. You may choose not to enter anything in this field.
- p. If you wish to enter a value, click on the element content field on the right side of the window and add contents to VALUES_MISSION_STATEMENT_URL
- q. Enter the URL for your companies Values and Mission statement, and click the “Add” button.
Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- r. Highlight ANNUAL_REPORT_URL by selecting it with your mouse. Notice that this is an optional element of COMPANY_INFORMATION. You may choose not to enter anything in this field.
- s. If you wish to enter a value, click on the element content field on the right side of the window and add contents to ANNUAL_REPORT_URL
- t. Enter the URL for the location of your company's annual report and click the “Add” button.
Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- u. Highlight COMPANY_URL by selecting it with your mouse. Notice that this is an optional element of COMPANY_INFORMATION. You may choose not to enter anything in this field.
- v. If you wish to enter a value, click on the element content field on the right side of the window and add contents to COMPANY_URL
- w. Enter the URL location of your company's web page and click the “Add” button.
Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- x. Highlight COMPANY_NARRATIVE by selecting it with your mouse. Notice that this is an optional element of COMPANY_INFORMATION. You may choose not to enter anything in this field.
- y. If you wish to enter a value, click on the element content field on the right side of the window and add contents to COMPANY_NARRATIVE
- z. Enter a general description about your company and click the “Add” button.
Note: Do not enter more than 2000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

3. COMPANY_GROWTH:

Click on the “+” symbol next to COMPANY_GROWTH to expand the container.

- a. Highlight AVERAGE_PAST_5_YRS by selecting it with your mouse. Notice that this is a required element of COMPANY_GROWTH.
- b. Click on the element content field on the right side of the window and add contents to AVERAGE_PAST_5_YRS
- c. Enter the average percentage company_growth your company has achieved in the past 5 years and click the “Add” button.
Note: Do not enter more than 8 digits in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- d. Highlight GROWTH_NARRATIVE by selecting it with your mouse. Notice that this is a required element of COMPANY_GROWTH.
- e. Click on the element content field on the right side of the window and add contents to GROWTH_NARRATIVE

- f. Enter a narrative about your company's growth over the past five years. and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to COMPANY_GROWTH to minimize the container node.

4. CORE_COMPETENCIES:

Click on the “+” symbol next to CORE_COMPETENCIES to expand the container. Again, click on the “+” symbol next to COMPETENCY to expand the container.

- a. Highlight CORE_NAME_PREDEFINED by selecting it with your mouse. Notice that this is an optional element of COMPANY_INFORMATION and only an attribute can be entered. You may choose not to enter anything in this field.
- b. If you wish to enter a value, click on CORE_PREDEFINED_TERMS in the attribute field. Select one of the predefined values in the value field that indicates your core competency or business area by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry. (If you do not see your company’s core competency listed in the pull down menu, skip this node and continue on to the CORE_NAME_FREEFORM leaf node.
- c. Highlight CORE_NAME_FREEFORM by selecting it with your mouse. Highlight COMPANY_URL by selecting it with your mouse. Notice that this is an optional element of COMPANY_INFORMATION and only an attribute can be entered. You may choose not to enter anything in this field. *(This is filled in only if your COMPETENCY is not in the attribute list in the ELEMENT CORE_NAME_PREDEFINED)*
- d. Click on the element content field on the right side of the window and add contents to CORE_NAME_FREEFORM
- e. Enter the name of your core competency or business area and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- f. Highlight CORE_CERTIFICATION by selecting it with your mouse. Notice that this is an optional element of COMPETENCY and only an attribute can be entered. You may choose not to enter anything in this field.
- g. If you wish to enter a value, click on CERT_NAME in the attribute field and select the certification for your core competency or business unit and click the “Add” button.
- h. Highlight CORE_NARRATIVE by selecting it with your mouse. Notice that this is a required element of COMPETENCY.
- i. Click on the element content field on the right side of the window and add contents to CORE_NARRATIVE
- j. Enter the narrative describing your company's core competency or business area and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- k. Click on the “-” symbol next to CORE_COMPETENCIES to minimize the container node.

5. EMPLOYEES:

Click on the “+” symbol next to EMPLOYEES to expand the container.

- a. Highlight TOTAL_NUMBER by selecting it with your mouse. Notice that this is a required element of EMPLOYEES and only an attribute can be entered.
- b. Click on Total_Number in the attribute field. Select one of the predefined values in the value field that indicates the number of employees your company had as of the last fiscal year by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- c. Highlight EMPLOYEE_NARRATIVE by selecting it with your mouse. Notice that this is a required element of EMPLOYEES.

- d. Click on the element content field on the right side of the window and add contents to EMPLOYEE_NARRATIVE
- e. Enter narrative about the employees in your company and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

6. LABOR_TURNOVER_RATES:

Click on the “+” symbol next to LABOR_TURNOVER_RATES to expand the container.

- a. Highlight TURNOVER_AVERAGE_PAST_5_YRS by selecting it with your mouse. Notice that this is a required element of LABOR_TURNOVER_RATES.
- b. Click on the element content field on the right side of the window and add contents to TURNOVER_AVERAGE_PAST_5_YRS
- c. Enter the average labor turnover rate percentage your company has achieved in the past 5 years and click the “Add” button.

Note: Do not enter more than 8 digits in this field (Can be a decimal). This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight LABOR_TURNOVER_NARRATIVE by selecting it with your mouse. Notice that this is a required element of LABOR_TURNOVER_RATES.
- e. Click on the element content field on the right side of the window and add contents to LABOR_TURNOVER_NARRATIVE
- f. Enter a general description about your company’s labor turnover rate over the past five years and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to LABOR_TURNOVER_RATES to minimize the container node.

7. PERSONNEL_GROWTH:

Click on the “+” symbol next to PERSONNEL_GROWTH to expand the container.

- a. Highlight GROWTH_AVERAGE_PAST_5_YRS by selecting it with your mouse. Notice that this is a required element of PERSONNEL_GROWTH.
- b. Click on the element content field on the right side of the window and add contents to GROWTH_AVERAGE_PAST_5_YRS
- c. Enter the average Personnel Growth rate percentage your company has achieved in the past 5 years and click the “Add” button.

Note: Do not enter more than 8 digits in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight PERSONNEL_GROWTH_NARRATIVE by selecting it with your mouse. Notice that this is a required element of PERSONNEL_GROWTH.
- e. Click on the element content field on the right side of the window and add contents to PERSONNEL_GROWTH_NARRATIVE
- f. Enter a general description about your company’s personnel growth over the past five years and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-“ symbol next to PERSONNEL_GROWTH to minimize the container node.

8. UNIQUE_CERTIFICATIONS:

Click on the “+” symbol next to UNIQUE_CERTIFICATIONS to expand the container.

- a. Highlight UNIQUE_CERTIFICATION by selecting it with your mouse. Notice that this is a required element of UNIQUE_CERTIFICATIONS.
- b. Click on the element content field on the right side of the window and add contents to UNIQUE_CERTIFICATION

- c. Enter your employees’ unique certification and click the “Add” button.

Note: Do not enter more than 35 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Click on the “-“ symbol next to UNIQUE_CERTIFICATIONS to minimize the container node.

9. EMPLOYEE_BENEFITS:

Click on the “+” symbol next to EMPLOYEE_BENEFITS to expand the container.

- a. EMPLOYEE_BENEFITS Highlight PROFIT_SHARING by selecting it with your mouse. Notice that this is a required element of EMPLOYEE_BENEFITS and only an attribute can be entered.
- b. Click on Profit_Sharing in the attribute field. Select one of the predefined values in the value field that indicates whether or not your company offers profit sharing to your employees by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- c. Highlight TRAINING by selecting it with your mouse. Notice that this is a required element of EMPLOYEE_BENEFITS and only an attribute can be entered.
- d. Click on Training in the attribute field. Select one of the predefined values in the value field that indicates whether or not your company offers training by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- e. Highlight SEMINARS by selecting it with your mouse. Notice that this is a required element of EMPLOYEE_BENEFITS and only an attribute can be entered.
- f. Click on Seminars in the attribute field. Select one of the predefined values in the value field that indicates whether or not your company offers the ability for employees to attend or instruct seminars by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- g. Highlight LONG_TERM_DISABILITY by selecting it with your mouse. Notice that this is a required element of EMPLOYEE_BENEFITS and only an attribute can be entered.
- h. Click on Long_Term_Disability in the attribute field. Select one of the predefined values in the value field that indicates whether or not your company offers long term disability to your employees by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- i. Highlight SHORT_TERM_DISABILITY by selecting it with your mouse. Notice that this is a required element of EMPLOYEE_BENEFITS and only an attribute can be entered.
- j. Click on Short_Term_Disability in the attribute field. Select one of the predefined values in the value field that indicates whether or not your company offers short-term disability to your employees by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.
- k. Highlight VACATION_PACKAGE by selecting it with your mouse. Notice that this is a required element of EMPLOYEE_BENEFITS.
- l. Click on the element content field on the right side of the window and add contents to VACATION_PACKAGE
- m. Enter the vacation package your company offers your employees. and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

10.STANDARD_WORK_WEEK

Click on the “+” symbol next to STANDARD_WORK_WEEK to expand the container.

- a. Highlight NUMBER_OF_HOURS_PER_WEEK by selecting it with your mouse. Notice that this is a required element of STANDARD_WORK_WEEK.
- b. Click on the element content field on the right side of the window and add contents to NUMBER_OF_HOURS_PER_WEEK
- c. Enter the standard workweek for your company and click the “Add” button.

Note: Do not enter more than 8 digits (Can be a decimal number) in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight WORK_WEEK_NARRATIVE by selecting it with your mouse. Notice that this is a required element of STANDARD_WORK_WEEK.
- e. Click on the element content field on the right side of the window and add contents to WORK_WEEK_NARRATIVE
- f. Enter the narrative of the standard workweek for your company and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to EMPLOYEES to minimize the container node.

11.HONOR_AWARDS

Click on the “+” symbol next to HONOR_AWARDS to expand the container. Again, click on the “+” symbol next to HONOR_AWARD to expand the container.

- a. Highlight HONOR_AWARD_TITLE by selecting it with your mouse. Notice that this is a required element of HONOR_AWARD.
- b. Click on the element content field on the right side of the window and add contents to HONOR_AWARD_TITLE
- c. Enter URLs for your company's honors and awards and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight HONOR_AWARD_URL by selecting it with your mouse. Notice that this is a required element of HONOR_AWARD.
- e. Click on the element content field on the right side of the window and add contents to HONOR_AWARD_URL
- f. Enter URLs for your company's honors and awards and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to HONOR_AWARDS to minimize the container node.

12.WHITE_PAPERS

Click on the “+” symbol next to WHITE_PAPERS to expand the container. Again, click on the “+” symbol next to WHITE_PAPER to expand the container.

- a. Highlight WHITE_PAPER_TITLE by selecting it with your mouse. Notice that this is a required element of WHITE_PAPER.
- b. Click on the element content field on the right side of the window and add contents to WHITE_PAPER_TITLE
- c. Enter the title of your company's White Paper and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight WHITE_PAPER_URL by selecting it with your mouse. Notice that this is a required element of WHITE_PAPER.
- e. Click on the element content field on the right side of the window and add contents to WHITE_PAPER_URL
- f. Enter the URL for the location of your company's White Paper and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to WHITE_PAPERS to minimize the container node.

13.PRESS_RELEASES

Click on the “+” symbol next to PRESS_RELEASES to expand the container. Again, click on the “+” symbol next to PRESS_RELEASE to expand the container.

- a. Highlight PRESS_RELEASE_TITLE by selecting it with your mouse. Notice that this is a required element of PRESS_RELEASE.
- b. Click on the element content field on the right side of the window and add contents to PRESS_RELEASE_TITLE
- c. Enter the title of your company's Press Release and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight PRESS_RELEASE_URL by selecting it with your mouse. Notice that this is a required element of PRESS_RELEASE.
- e. Click on the element content field on the right side of the window and add contents to PRESS_RELEASE_URL
- f. Enter the URL for the location of your company's Press Release and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to PRESS_RELEASES to minimize the container node.
- h. Click on the “-” symbol next to COMPANY_INFORMATION to minimize the container node.

14.ITSP_INFORMATION

Click on the “+” symbol next to ITSP_INFORMATION to expand the container.

- a. Highlight MEMBER_ITSP_URL by selecting it with your mouse. Notice that this is an optional element of ITSP_INFORMATION. You may choose not to enter anything in this field.
- b. If you wish to enter a value, click on the element content field on the right side of the window and add contents to MEMBER_ITSP_URL
- c. Enter the URL of your company's ITSP web site and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight ITSP_ORG_CHART_URL by selecting it with your mouse. Notice that this is an optional element of ITSP_INFORMATION. You may choose not to enter anything in this field.
- e. If you wish to enter a value, click on the element content field on the right side of the window and add contents to ITSP_ORG_CHART_URL
- f. Enter the URL of your company's ITSP ORGANIZATIONAL CHART and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

15.ITSP_BPA HOLDER COMPANIES

Click on the “+” symbol next to ITSP_BPA HOLDER COMPANIES to expand the container. Again, click on the “+” symbol next to HOLDER_COMPANY to expand the container.

- a. Highlight HOLDER_COMPANY_NAME by selecting it with your mouse. Notice that this is a required element of HOLDER_COMPANY.
- b. Click on the element content field on the right side of the window and add contents to HOLDER_COMPANY_NAME
- c. Enter your ITSP holder company's name and click the “Add” button. *Remember that the name must be entered exactly as it appears on the ITSP Members list posted on the HERBB web site.*

Note: Do not enter more than 125 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight HOLDER_ITSP_URL by selecting it with your mouse. Notice that this is a required element of HOLDER_COMPANY.
- e. Click on the element content field on the right side of the window and add contents to HOLDER_ITSP_URL
- f. Enter the URL of your ITSP holder company's ITSP web site URL and click the “Add” button.

Note: Do not enter more than 30 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to ITSP_INFORMATION to minimize the container node.

16.ITSP_BPA HOLDER ONLY

Click on the “+” symbol next to ITSP_BPA HOLDER ONLY to expand the container.

- a. Highlight ITSP_TEAM_NARRATIVE by selecting it with your mouse. Notice that this is a required element of ITSP_BPA HOLDER ONLY.
- b. Click on the element content field on the right side of the window and add contents to ITSP_TEAM_NARRATIVE
- c. Enter a narrative of the ITSP Team as a whole and click the “Add” button.

Note: Do not enter more than 2000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight ITSP_TEAM_ORG_CHART_URL by selecting it with your mouse. Notice that this is a required element of ITSP_BPA HOLDER ONLY.
- e. Click on the element content field on the right side of the window and add contents to ITSP_TEAM_ORG_CHART_URL
- f. Enter the URL for the ITSP team organization chart and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

17. TEAMING_PARTNERS

Click on the “+” symbol next to TEAMING_PARTNERS to expand the container. Again, click on the “+” symbol next to TEAMING_PARTNER to expand the container

- a. Highlight PARTNER_COMPANY_NAME by selecting it with your mouse. Notice that this is a required element of ITSP_BPA HOLDER_ONLY.
- b. Click on the element content field on the right side of the window and add contents to PARTNER_COMPANY_NAME
- c. Enter your teaming partners company name and click the “Add” button. *Remember that the name must be entered exactly as it appears on the ITSP Members list posted on the HERBB web site.*

Note: Do not enter more than 125 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight PARTNER_XML_CATALOG_URL by selecting it with your mouse. Notice that this is a required element of TEAMING_PARTNER.
- e. Click on the element content field on the right side of the window and add contents to PARTNER_XML_CATALOG_URL
- f. Enter the URL of your teaming partner company’s XML catalog and click the “Add” button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Click on the “-” symbol next to TEAMING_PARTNERS to minimize the container node.

18. HOLDER_CONTACT_INFORMATION

Click on the “+” symbol next to HOLDER_CONTACT_INFORMATION to expand the container. Again, click on the “+” symbol next to CONTACT to expand the container.

- a. Highlight CONTACT_NAME by selecting it with your mouse. Notice that this is a required element of CONTACT.
- b. Click on the element content field on the right side of the window and add contents to CONTACT_NAME
- c. Enter the contact name and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight CONTACT_TITLE by selecting it with your mouse. Notice that this is a required element of CONTACT.
- e. Click on the element content field on the right side of the window and add contents to CONTACT_TITLE
- f. Enter the contact title and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Highlight ADDRESS_1 by selecting it with your mouse. Notice that this is a required element of CONTACT.
- h. Click on the element content field on the right side of the window and add contents to ADDRESS_1
- i. Enter the contact person’s street address and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- j. Highlight ADDRESS_2 by selecting it with your mouse. Notice that this is an optional element of CONTACT.

- k. If you wish to enter a value, click on the element content field on the right side of the window and add contents to ADDRESS_2
- l. Enter the second part of the contact person's street address and click the "Add" button.
Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- m. Highlight CITY by selecting it with your mouse. Notice that this is a required element of CONTACT.
- n. Click on the element content field on the right side of the window and add contents to CITY
- o. Enter the contact person's city name and click the "Add" button.
Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- p. Highlight STATE by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- q. If you wish to enter a value, click on the element content field on the right side of the window and add contents to STATE
- r. Enter the contact person's state and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- s. Highlight POSTAL_CODE by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- t. If you wish to enter a value, click on the element content field on the right side of the window and add contents to POSTAL_CODE
- u. Enter contact person's postal code and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- v. Highlight COUNTRY by selecting it with your mouse. Notice that this is a required element of CONTACT.
- w. Click on the element content field on the right side of the window and add contents to COUNTRY
- x. Enter the contact person's country and click the "Add" button.
- y. *Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.*
- z. Highlight PHONE by selecting it with your mouse. Notice that this is a required element of CONTACT.
- aa. Click on the element content field on the right side of the window and add contents to PHONE
- bb. Enter the contact person's phone number and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- cc. Highlight FAX by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- dd. If you wish to enter a value, click on the element content field on the right side of the window and add contents to FAX
- ee. Enter the contact person's fax number and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- ff. Highlight EMAIL by selecting it with your mouse. Notice that this is an optional element of CONTACT.

gg. If you wish to enter a value, click on the element content field on the right side of the window and add contents to EMAIL

hh. Enter the contact person's email address and click the "Add" button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

ii. Click on the "-" symbol next to ITSP_BPA HOLDER_ONLY to minimize the container node.

19.PROGRAM_EXPERIENCE

Click on the "+" symbol next to PROGRAM_EXPERIENCE to expand the container. Again, Click on the "+" symbol next to PROGRAM to expand the container.

a. Highlight TITLE by selecting it with your mouse. Notice that this is a required element of PROGRAM.

b. Click on the element content field on the right side of the window and add contents to TITLE

c. Enter the title for a specific program or contract and click the "Add" button.

Note: Do not enter more than 76 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

d. Highlight CUSTOMER by selecting it with your mouse. Notice that this is a required element of PROGRAM.

e. Click on the element content field on the right side of the window and add contents to CUSTOMER

f. Enter the customer company named for this specific program or contract and click the "Add" button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

g. Highlight PERIOD_PERFORMANCE by selecting it with your mouse. Notice that this is a required element of PROGRAM.

h. Click on the element content field on the right side of the window and add contents to PERIOD_PERFORMANCE

i. Enter the period of performance for this specific program or contract and click the "Add" button.

Note: Do not enter more than 35 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

j. Highlight VALUE by selecting it with your mouse. Notice that this is a required element of PROGRAM.

k. Click on the element content field on the right side of the window and add contents to VALUE

l. Enter the value for this specific program or contract and click the "Add" button.

Note: Do not enter more than 16 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

m. Highlight KEY_QUALIFYING_FACTORS by selecting it with your mouse. Notice that this is a required element of PROGRAM.

n. Click on the element content field on the right side of the window and add contents to KEY_QUALIFYING_FACTORS

o. Enter the key factors for this specific program or contract and click the "Add" button.

Note: Do not enter more than 126 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

p. Highlight NARRATIVE by selecting it with your mouse. Notice that this is a required element of PROGRAM.

q. Click on the element content field on the right side of the window and add contents to NARRATIVE

- r. Enter the narrative for this specific program or contract and click the “Add” button.

Note: Do not enter more than 1000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- s. Highlight CERTIFICATION by selecting it with your mouse. Notice that this is an optional element of PROGRAM and only an attribute can be entered. You may choose not to enter anything in this field.
- t. If you wish to enter a value, click on Cert_Name in the attribute field. Select one of the predefined values in the value field that indicates the certification of your competency or program by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.

20. TECHNOLOGY_AREAS

Click on the “+” symbol next to TECHNOLOGY_AREAS to expand the container.

- a. Highlight TECHNOLOGY_AREA_PREDEFINED by selecting it with your mouse. Notice that this is an optional element of TECHNOLOGY_AREAS and only an attribute can be entered. You may choose not to enter anything in this field.
- b. If you wish to enter a value, click on Predefined_Terms in the attribute field. Select one of the predefined values in the value field that indicates your company’s technology area by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry. If you do not see your technology area listed, leave this node blank and continue on to TECHNOLOGY_AREA_FREEFORM
- c. Highlight TECHNOLOGY_AREA_FREEFORM by selecting it with your mouse. Notice that this is an optional element of TECHNOLOGY_AREAS.
- d. Click on the element content field on the right side of the window and add contents to TECHNOLOGY_AREA_FREEFORM
- e. Enter your company’s technology area here only if it did not appear in the predefined list from the TECHNOLOGY_AREA_PREDEFINED node and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- f. Click on the “-” symbol next to TECHNOLOGY_AREAS to minimize the container node.

21. PROGRAM_REFERENCE_CONTACT

Click on the “+” symbol next to PROGRAM_REFERENCE_CONTACT to expand the container. Again, click on the “+” symbol next to CONTACT to expand the container

- a. Highlight CONTACT_NAME by selecting it with your mouse. Notice that this is a required element of CONTACT.
- b. Click on the element content field on the right side of the window and add contents to CONTACT_NAME
- c. Enter the contact name and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight CONTACT_TITLE by selecting it with your mouse. Notice that this is a required element of CONTACT.
- e. Click on the element content field on the right side of the window and add contents to CONTACT_TITLE
- f. Enter the contact title and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Highlight ADDRESS_1 by selecting it with your mouse. Notice that this is a required element of CONTACT.
- h. Click on the element content field on the right side of the window and add contents to ADDRESS_1

- i. Enter the contact person's street address and click the "Add" button.
Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- j. Highlight ADDRESS_2 by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- k. If you wish to enter a value, click on the element content field on the right side of the window and add contents to ADDRESS_2
- l. Enter the second part of the contact person's street address and click the "Add" button.
Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- m. Highlight CITY by selecting it with your mouse. Notice that this is a required element of CONTACT.
- n. Click on the element content field on the right side of the window and add contents to CITY
- o. Enter the contact person's city name and click the "Add" button.
Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- p. Highlight STATE by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- q. If you wish to enter a value, click on the element content field on the right side of the window and add contents to STATE
- r. Enter the contact person's state and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- s. Highlight POSTAL_CODE by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- t. If you wish to enter a value, click on the element content field on the right side of the window and add contents to POSTAL_CODE
- u. Enter contact person's postal code and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- v. Highlight COUNTRY by selecting it with your mouse. Notice that this is a required element of CONTACT.
- w. Click on the element content field on the right side of the window and add contents to COUNTRY
- x. Enter the contact person's country and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- y. Highlight PHONE by selecting it with your mouse. Notice that this is a required element of CONTACT.
- z. Click on the element content field on the right side of the window and add contents to PHONE
- aa. Enter the contact person's phone number and click the "Add" button.
Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.
- bb. Highlight FAX by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- cc. If you wish to enter a value, click on the element content field on the right side of the window and add contents to FAX

dd. Enter the contact person's fax number and click the "Add" button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

ee. Highlight EMAIL by selecting it with your mouse. Notice that this is an optional element of CONTACT.

ff. If you wish to enter a value, click on the element content field on the right side of the window and add contents to EMAIL

gg. Enter the contact person's email address and click the "Add" button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

hh. Click on the "-" symbol next to PROGRAM_EXPERIENCE to minimize the container node.

22.ITSP_ORDERING_INFORMATION

Click on the "+" symbol next to ITSP_ORDERING_INFORMATION to expand the container.

a. Highlight ITSP_GSA_SCHEDULE_URL by selecting it with your mouse. Notice that this is a required element of ITSP_ORDERING_INFORMATION.

b. Click on the element content field on the right side of the window and add contents to ITSP_GSA_SCHEDULE_URL

c. Enter the URL for your company's ITSP GSA Schedule and click the "Add" button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

d. Highlight GSA_LABOR_RATE_DESCRIPTION_URL by selecting it with your mouse. Notice that this is an optional element of ITSP_ORDERING_INFORMATION.

e. If you wish to enter a value, click on the element content field on the right side of the window and add contents to GSA_LABOR_RATE_DESCRIPTION_URL

f. Enter the URL for your company's ITSP GSA Labor Rate Description and click the "Add" button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

g. Highlight ORDERING_INFO_URL by selecting it with your mouse. Notice that this is a required element of ITSP_ORDERING_INFORMATION.

h. Click on the element content field on the right side of the window and add contents to ORDERING_INFO_URL

i. Enter the URL for your company's ITSP Ordering Information and click the "Add" button.

Note: Do not enter more than 255 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

23.ITSP_CONTACT

Click on the "+" symbol next to ITSP_CONTACT to expand the container. Again, Click on the "+" symbol next to CONTACT to expand the container.

a. Highlight CONTACT_NAME by selecting it with your mouse. Notice that this is a required element of CONTACT.

b. Click on the element content field on the right side of the window and add contents to CONTACT_NAME

c. Enter the contact name and click the "Add" button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight CONTACT_TITLE by selecting it with your mouse. Notice that this is a required element of CONTACT.
- e. Click on the element content field on the right side of the window and add contents to CONTACT_TITLE
- f. Enter the contact title and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Highlight ADDRESS_1 by selecting it with your mouse. Notice that this is a required element of CONTACT.
- h. Click on the element content field on the right side of the window and add contents to ADDRESS_1
- i. Enter the contact person’s street address and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- j. Highlight ADDRESS_2 by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- k. If you wish to enter a value, click on the element content field on the right side of the window and add contents to ADDRESS_2
- l. Enter the second part of the contact person’s street address and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- m. Highlight CITY by selecting it with your mouse. Notice that this is a required element of CONTACT.
- n. Click on the element content field on the right side of the window and add contents to CITY
- o. Enter the contact person's city name and click the “Add” button.

Note: Do not enter more than 75 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- p. Highlight STATE by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- q. If you wish to enter a value, click on the element content field on the right side of the window and add contents to STATE
- r. Enter the contact person's state and click the “Add” button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- s. Highlight POSTAL_CODE by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- t. If you wish to enter a value, click on the element content field on the right side of the window and add contents to POSTAL_CODE
- u. Enter contact person's postal code and click the “Add” button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- v. Highlight COUNTRY by selecting it with your mouse. Notice that this is a required element of CONTACT.
- w. Click on the element content field on the right side of the window and add contents to COUNTRY
- x. Enter the contact person’s country and click the “Add” button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- y. Highlight PHONE by selecting it with your mouse. Notice that this is a required element of CONTACT.
- z. Click on the element content field on the right side of the window and add contents to PHONE
- aa. Enter the contact person's phone number and click the "Add" button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- bb. Highlight FAX by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- cc. If you wish to enter a value, click on the element content field on the right side of the window and add contents to FAX
- dd. Enter the contact person's fax number and click the "Add" button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- ee. Highlight EMAIL by selecting it with your mouse. Notice that this is an optional element of CONTACT.
- ff. If you wish to enter a value, click on the element content field on the right side of the window and add contents to EMAIL
- gg. Enter the contact person's email address and click the "Add" button.

Note: Do not enter more than 20 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- hh. Click on the "-" symbol next to ITSP_ORDERING_INFORMATION to minimize the container node.

24.ITSP_GSA_LABOR_DESCRIPTIONS

Click on the "+" symbol next to ITSP_GSA_LABOR_DESCRIPTIONS to expand the container. Again, Click on the "+" symbol next to LMT_ITSP_GSA_LABOR_CATEGORIES to expand the container.

- a. Highlight TITLE by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- b. Click on the element content field on the right side of the window and add contents to TITLE
- c. Enter the title of a specific job title for a GSA Labor Category and click the "Add" button.

Note: Do not enter more than 76 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- d. Highlight EXPERIENCE by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- e. Click on the element content field on the right side of the window and add contents to EXPERIENCE
- f. Enter a narrative about a GSA Labor Category and click the "Add" button.

Note: Do not enter more than 2000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Highlight EDUCATION by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- h. Click on the element content field on the right side of the window and add contents to EDUCATION
- i. Enter a description of the education level for a GSA Labor Category and click the "Add" button.

Note: Do not enter more than 2000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- j. Highlight JOB_FUNCTION by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- k. Click on the element content field on the right side of the window and add contents to JOB_FUNCTION
- l. Enter a description of the job function of a GSA Labor Category and click the “Add” button.

Note: Do not enter more than 2000 characters in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

25.LMT_ITSP_GSA_LABOR_RATES

Click on the “+” symbol next to LMT_ITSP_GSA_LABOR_RATES to expand the container.

- a. Highlight RATE by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- b. Click on the element content field on the right side of the window and add contents to RATE
- c. Enter the rate of pay for the specific GSA Labor Title and click the “Add” button.

Note: Do not enter more than 8 digits of which two are decimal places, in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- f. Highlight LOCATION by selecting it with your mouse. Notice that this is a required element of EMPLOYEES and only an attribute can be entered.
- g. Click on Location in the attribute field. Select one of the predefined values in the value field that indicates the location of the GSA Labor Rate description by clicking on the down arrow to the right of the field. Click the “Add” button to complete the entry.

26.RATE_EFFECTIVE_DATES

Click on the “+” symbol next to RATE_EFFECTIVE_DATES to expand the container.

- d. Highlight START_DATE by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- e. Click on the element content field on the right side of the window and add contents to START_DATE
- f. Enter the start date of a specific GSA Labor Title and click the “Add” button.

Note: Do not enter more than 11 characters, in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- g. Highlight END_DATE by selecting it with your mouse. Notice that this is a required element of LMT_ITSP_GSA_LABOR_CATEGORIES.
- h. Click on the element content field on the right side of the window and add contents to END_DATE
- i. Enter the end date of a specific GSA Labor Title and click the “Add” button.

Note: Do not enter more than 11 characters, in this field. This restriction is set by the system at ESC that will be processing your catalog. If you exceed this character length, the ITSP Process administrator at ESC will receive an error message stating that you have exceeded the parameters for this element.

- j. Click on the “-” symbol next to ITSP_GSA_LABOR_DESCRIPTIONS to minimize the container node.

You are now ready to validate your XML document.

Validating and Completing the ITSP XML Catalog

Once you have completed entering information about your company into the required elements of the XML file, you must validate the file against the DTD. To do this click on the checkmark icon located under the XML Document Editor's high-level menu items.

If upon validating your XML file, the XML Document Editor reports warnings, Errors or Fatal Errors, go back to the Leaf Node identified and correct the problem. Revalidate when the reported problems have been corrected. Your XML file must not contain any errors or it will not be properly processed by the ESC Procurement Automation System. Save the XML file when it is complete with no reported errors.

Saving the ITSP XML Catalog

To save your ITSP XML Catalog, select "Save As" from the File menu. When the dialog box appears, locate where you want to save the file and enter a name for the XML file and click "Save". Make sure you add the ".xml" extension to the end of the file. For example, if the XML catalog file name is to be "ITSP_XML_Catalog", then save the file as "ITSP_XML_Catalog.xml". Once completed, you can now move this file to your company's web site.

Appendix A ITSP DTD V2.2

```
<!-- ITSP BPA Company Information
Version2.2; 9/29/2000
Copyright SAIC, 2000
Doc#: SAIC-99/7558&00 -->
<!ELEMENT COMPANY_MEMBER_QUALIFICATIONS (CONTACT_XML,COMPANY_INFORMATION,
ITSP_INFORMATION,ITSP_BPA_HOLDER_ONLY?,PROGRAM_EXPERIENCE,
ITSP_ORDERING_INFORMATION,ITSP_GSA_LABOR_DESCRIPTIONS?) >

<!ELEMENT CONTACT_XML (CONTACT_XML_NAME,CONTACT_XML_EMAIL) >
<!ELEMENT CONTACT_XML_NAME (#PCDATA) >
<!ELEMENT CONTACT_XML_EMAIL (#PCDATA) >

<!ELEMENT COMPANY_INFORMATION (COMPANY_NAME,COMPANY_INCEPTION,ANNUAL_REVENUE,
NUM_GOVT_CONTRACT_PAST_5YRS,NUM_COM_CONTRACT_PAST_5YRS,
COMPANY_GROWTH,CORE_COMPETENCIES,EMPLOYEES,
VALUES_MISSION_STATEMENT_URL?,HONOR_AWARDS?,WHITE_PAPERS?,
PRESS_RELEASES?,ANNUAL_REPORT_URL?,COMPANY_URL?,COMPANY_NARRATIVE?) >
<!ATTLIST COMPANY_INFORMATION
Socio_Economic_Factors (small | smalldisadvantaged | womanowned |
large | womanowned_smalldisadvantaged) #REQUIRED >
<!ELEMENT COMPANY_NAME (#PCDATA) >
<!ELEMENT COMPANY_INCEPTION (#PCDATA) >
<!ELEMENT ANNUAL_REVENUE EMPTY >
<!ATTLIST ANNUAL_REVENUE
Range (less_than_0 | 0-500k | 500k-1million | 1-5million |
5-10million | 10-20million | 20-40million | 40-80million |
above_80million) #REQUIRED >
<!ELEMENT NUM_GOVT_CONTRACT_PAST_5YRS (#PCDATA) >
<!ELEMENT NUM_COM_CONTRACT_PAST_5YRS (#PCDATA) >
<!ELEMENT COMPANY_GROWTH (AVERAGE_PAST_5_YRS,GROWTH_NARRATIVE) >
<!ELEMENT AVERAGE_PAST_5_YRS (#PCDATA) >
<!ELEMENT GROWTH_NARRATIVE (#PCDATA) >
<!ELEMENT CORE_COMPETENCIES (COMPETENCY+) >
<!ELEMENT COMPETENCY (CORE_NAME_PREDEFINED?,CORE_NAME_FREEFORM?,CORE_CERTIFICATION?,
CORE_NARRATIVE) >
<!ELEMENT CORE_NAME_PREDEFINED EMPTY >
<!ATTLIST CORE_NAME_PREDEFINED
Core_Predefined_Terms (acquisition_engineering |
aeronautical_engineering | algorithm_development |
analysis_and_wargaming | business_process_management |
business_process_reengineering | civil_engineering_and_architecture |
communications_engineering |
computer_resources_and_sw_engineering_support |
computer_and_physical_security | configuration_and_data_management |
database_development | development_planning_and_analysis |
domain_engineering | education_and_training |
electromagnetic_compatibility | engineering_data_management |
environmental_engineering | facility_acquisition_engineering |
facility_management | financial_and_contract_management |
guidance_systems | hardware_design_and_development |
human_factors_engineering | independent_verification_and_validation |
information_engineering_and_logistic_support |
information_management | information_systems |
integrated_logistics_support | integration_engineering_and_support |
integration_logistics_support | international_business_development |
logistics | management_consulting | management_information_system |
manufacturing_engineering | peer_review | physical_security |
pricing_and_cost_analysis_and_estimating | program_management |
program_and_project_management | proposal_preparation | prototyping |
quality_assurance_and_test_and_evaluation |
reliability_and_maintainability_engineering |
research_and_development | reverse_engineering |
simulation_and_modeling | software_capabilities_evaluations |
software_development | software_engineering |
software_maintenance_and_modification |
software_quality_assurance_and_testing | system_analysis |
system_engineering | system_engineering_and_integration |
system_implementation | system_operations_and_maintenance |
system_safety_engineering | systems_design | systems_integration |
technology_transfer | test_and_evaluation | training_development |
troubleshooting) #REQUIRED >
```

```

<!ELEMENT CORE_NAME_FREEFORM (#PCDATA) >
<!ELEMENT CORE_CERTIFICATION EMPTY >
<!ATTLIST CORE_CERTIFICATION
    Cert_Name (SEL_1 | SEL_2 | SEL_3 | SEL_4 | SEL_5 | ISO9000 | ISO9001 |
    ISO9002 | ISO9003) #REQUIRED >
<!ELEMENT CORE_NARRATIVE (#PCDATA) >

<!ELEMENT EMPLOYEES (TOTAL_NUMBER,LABOR_TURNOVER_RATES,PERSONNEL_GROWTH,
    EMPLOYEE_NARRATIVE,UNIQUE_CERTIFICATIONS?,EMPLOYEE_BENEFITS) >
<!ELEMENT TOTAL_NUMBER EMPTY >
<!ATTLIST TOTAL_NUMBER
    Total_Number (1-25 | 26-50 | 51-100 | 101-250 | 251-500 | 501-750 |
    751-1K | 1001-5K | 5001-10K | 10001-15K | 15001-20K | 20001-25K |
    25001-30K | 30001-35K | 35001-40K | 40001-45K | 45001-50K |
    above_50K) #REQUIRED >
<!ELEMENT LABOR_TURNOVER_RATES (TURNOVER_AVERAGE_PAST_5_YRS,
    LABOR_TURNOVER_NARRATIVE) >
<!ELEMENT TURNOVER_AVERAGE_PAST_5_YRS (#PCDATA) >
<!ELEMENT LABOR_TURNOVER_NARRATIVE (#PCDATA) >
<!ELEMENT PERSONNEL_GROWTH (GROWTH_AVERAGE_PAST_5_YRS,PERSONNEL_GROWTH_NARRATIVE) >
<!ELEMENT GROWTH_AVERAGE_PAST_5_YRS (#PCDATA) >
<!ELEMENT PERSONNEL_GROWTH_NARRATIVE (#PCDATA) >
<!ELEMENT EMPLOYEE_NARRATIVE (#PCDATA) >
<!ELEMENT UNIQUE_CERTIFICATIONS (UNIQUE_CERTIFICATION+) >
<!ELEMENT UNIQUE_CERTIFICATION (#PCDATA) >
<!ELEMENT EMPLOYEE_BENEFITS (PROFIT_SHARING,TRAINING,SEMINARS,LONG_TERM_DISABILITY,
    SHORT_TERM_DISABILITY,VACATION_PACKAGE,STANDARD_WORK_WEEK) >
<!ELEMENT PROFIT_SHARING EMPTY >
<!ATTLIST PROFIT_SHARING
    Profit_Sharing (yes | no) #REQUIRED >
<!ELEMENT TRAINING EMPTY >
<!ATTLIST TRAINING
    Training (yes | no) #REQUIRED >
<!ELEMENT SEMINARS EMPTY >
<!ATTLIST SEMINARS
    Seminars (yes | no) #REQUIRED >
<!ELEMENT LONG_TERM_DISABILITY EMPTY >
<!ATTLIST LONG_TERM_DISABILITY
    Long_Term_Disability (yes | no) #REQUIRED >
<!ELEMENT SHORT_TERM_DISABILITY EMPTY >
<!ATTLIST SHORT_TERM_DISABILITY
    Short_Term_Disability (yes | no) #REQUIRED >
<!ELEMENT VACATION_PACKAGE (#PCDATA) >
<!ELEMENT STANDARD_WORK_WEEK (NUMBER_OF_HOURS_PER_WEEK,WORK_WEEK_NARRATIVE) >
<!ELEMENT NUMBER_OF_HOURS_PER_WEEK (#PCDATA) >
<!ELEMENT WORK_WEEK_NARRATIVE (#PCDATA) >
<!ELEMENT VALUES_MISSION_STATEMENT_URL (#PCDATA) >
<!ELEMENT HONOR_AWARDS (HONOR_AWARD+) >
<!ELEMENT HONOR_AWARD (HONOR_AWARD_TITLE,HONOR_AWARD_URL) >
<!ELEMENT HONOR_AWARD_TITLE (#PCDATA) >
<!ELEMENT HONOR_AWARD_URL (#PCDATA) >
<!ELEMENT WHITE_PAPERS (WHITE_PAPER+) >
<!ELEMENT WHITE_PAPER (WHITE_PAPER_TITLE,WHITE_PAPER_URL) >
<!ELEMENT WHITE_PAPER_TITLE (#PCDATA) >
<!ELEMENT WHITE_PAPER_URL (#PCDATA) >
<!ELEMENT PRESS_RELEASES (PRESS_RELEASE+) >
<!ELEMENT PRESS_RELEASE (PRESS_RELEASE_TITLE,PRESS_RELEASE_URL) >
<!ELEMENT PRESS_RELEASE_TITLE (#PCDATA) >
<!ELEMENT PRESS_RELEASE_URL (#PCDATA) >
<!ELEMENT ANNUAL_REPORT_URL (#PCDATA) >
<!ELEMENT COMPANY_URL (#PCDATA) >
<!ELEMENT COMPANY_NARRATIVE (#PCDATA) >

<!ELEMENT ITSP_INFORMATION (ITSP_BPA HOLDER_COMPANIES,MEMBER_ITSP_URL?,
    ITSP_ORG_CHART_URL?) >
<!ELEMENT ITSP_BPA HOLDER_COMPANIES (HOLDER_COMPANY+) >
<!ELEMENT HOLDER_COMPANY (HOLDER_COMPANY_NAME,HOLDER_ITSP_URL) >
<!ELEMENT HOLDER_COMPANY_NAME (#PCDATA) >
<!ELEMENT HOLDER_ITSP_URL (#PCDATA) >
<!ELEMENT MEMBER_ITSP_URL (#PCDATA) >
<!ELEMENT ITSP_ORG_CHART_URL (#PCDATA) >

<!ELEMENT ITSP_BPA HOLDER_ONLY (ITSP_TEAM_NARRATIVE,ITSP_TEAM_ORG_CHART_URL,
    TEAMING_PARTNERS?,HOLDER_CONTACT_INFORMATION) >
<!ELEMENT ITSP_TEAM_NARRATIVE (#PCDATA) >
<!ELEMENT ITSP_TEAM_ORG_CHART_URL (#PCDATA) >
<!ELEMENT TEAMING_PARTNERS (TEAMING_PARTNER+) >

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<!ELEMENT TEAMING_PARTNER (PARTNER_COMPANY_NAME,PARTNER_XML_CATALOG_URL) >
  <!ELEMENT PARTNER_COMPANY_NAME (#PCDATA) >
  <!ELEMENT PARTNER_XML_CATALOG_URL (#PCDATA) >
<!ELEMENT HOLDER_CONTACT_INFORMATION (CONTACT) >
<!ELEMENT CONTACT (CONTACT_NAME,CONTACT_TITLE,ADDRESS_1,ADDRESS_2?,CITY,STATE?,
  POSTAL_CODE?,COUNTRY,PHONE,FAX?,EMAIL?) >
  <!ELEMENT CONTACT_NAME (#PCDATA) >
  <!ELEMENT CONTACT_TITLE (#PCDATA) >
  <!ELEMENT ADDRESS_1 (#PCDATA) >
  <!ELEMENT ADDRESS_2 (#PCDATA) >
  <!ELEMENT CITY (#PCDATA) >
  <!ELEMENT STATE (#PCDATA) >
  <!ELEMENT POSTAL_CODE (#PCDATA) >
  <!ELEMENT COUNTRY (#PCDATA) >
  <!ELEMENT PHONE (#PCDATA) >
  <!ELEMENT FAX (#PCDATA) >
  <!ELEMENT EMAIL (#PCDATA) >

<!ELEMENT PROGRAM_EXPERIENCE (PROGRAM+) >
<!ELEMENT PROGRAM (TITLE,TECHNOLOGY_AREAS,CUSTOMER,PERIOD_PERFORMANCE,VALUE,
  KEY_QUALIFYING_FACTORS,NARRATIVE,CERTIFICATION?,
  PROGRAM_REFERENCE_CONTACT) >
<!ATTLIST PROGRAM
  Customer_Type (government | commercial) "government" >
<!ELEMENT TITLE (#PCDATA) >
<!ELEMENT TECHNOLOGY_AREAS (TECHNOLOGY_AREA_PREDEFINED*,TECHNOLOGY_AREA_FREEFORM*) >
<!ELEMENT TECHNOLOGY_AREA_PREDEFINED EMPTY >
  <!ATTLIST TECHNOLOGY_AREA_PREDEFINED
    Predefined_Terms (acquisition_engineering | aeronautical_engineering |
      algorithm_development | analysis_and_wargaming |
      business_process_management | business_process_reengineering |
      civil_engineering_and_architecture | communications_engineering |
      computer_resources_and_sw_engineering_support |
      computer_and_physical_security | configuration_and_data_management |
      database_development | development_planning_and_analysis |
      domain_engineering | education_and_training |
      electromagnetic_compatibility | engineering_data_management |
      environmental_engineering | facility_acquisition_engineering |
      facility_management | financial_and_contract_management |
      guidance_systems | hardware_design_and_development |
      human_factors_engineering | independent_verification_and_validation |
      information_engineering_and_logistic_support |
      information_management | information_systems |
      integrated_logistics_support | integration_engineering_and_support |
      integration_logistics_support | international_business_development |
      logistics | management_consulting | management_information_system |
      manufacturing_engineering | peer_review | physical_security |
      pricing_and_cost_analysis_and_estimating | program_management |
      program_and_project_management | proposal_preparation | prototyping |
      quality_assurance_and_test_and_evaluation |
      reliability_and_maintainability_engineering |
      research_and_development | reverse_engineering |
      simulation_and_modeling | software_capabilities_evaluations |
      software_development | software_engineering |
      software_maintenance_and_modification |
      software_quality_assurance_and_testing | system_analysis |
      system_engineering | system_engineering_and_integration |
      system_implementation | system_operations_and_maintenance |
      system_safety_engineering | systems_design | systems_integration |
      technology_transfer | test_and_evaluation | training_development |
      troubleshooting) #REQUIRED >
  <!ELEMENT TECHNOLOGY_AREA_FREEFORM (#PCDATA) >
<!ELEMENT CUSTOMER (#PCDATA) >
<!ELEMENT PERIOD_PERFORMANCE (#PCDATA) >
<!ELEMENT VALUE (#PCDATA) >
<!ELEMENT KEY_QUALIFYING_FACTORS (#PCDATA) >
<!ELEMENT NARRATIVE (#PCDATA) >
<!ELEMENT CERTIFICATION EMPTY >
<!ATTLIST CERTIFICATION
  Cert_Name (SEL_1 | SEL_2 | SEL_3 | SEL_4 | SEL_5 | ISO9000 | ISO9001 |
    ISO9002 | ISO9003) #REQUIRED >
<!ELEMENT PROGRAM_REFERENCE_CONTACT (CONTACT) >

<!ELEMENT ITSP_ORDERING_INFORMATION (ITSP_CONTACT,ITSP_GSA_SCHEDULE_URL,
  GSA_LABOR_RATE_DESCRIPTION_URL?,ORDERING_INFO_URL) >
<!ELEMENT ITSP_CONTACT (CONTACT) >
<!ELEMENT ITSP_GSA_SCHEDULE_URL (#PCDATA) >

```

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<!ELEMENT GSA_LABOR_RATE_DESCRIPTION_URL (#PCDATA) >
<!ELEMENT ORDERING_INFO_URL (#PCDATA) >

<!ELEMENT ITSP_GSA_LABOR_DESCRIPTIONS (LMT_ITSP_GSA_LABOR_CATEGORIES+) >
<!ELEMENT LMT_ITSP_GSA_LABOR_CATEGORIES (TITLE,EXPERIENCE,EDUCATION,
    JOB_FUNCTION,LMT_ITSP_GSA_LABOR_RATES+) >
    <!ELEMENT EXPERIENCE (#PCDATA) >
    <!ELEMENT EDUCATION (#PCDATA) >
    <!ELEMENT JOB_FUNCTION (#PCDATA) >
    <!ELEMENT LMT_ITSP_GSA_LABOR_RATES (RATE,RATE_EFFECTIVE_DATES?,
        LOCATION) >
        <!ELEMENT RATE (#PCDATA) >
        <!ELEMENT RATE_EFFECTIVE_DATES (START_DATE,END_DATE) >
        <!ELEMENT START_DATE (#PCDATA) >
        <!ELEMENT END_DATE (#PCDATA) >
    <!ELEMENT LOCATION EMPTY >
    <!ATTLIST LOCATION
        Location (contractor | client | oconus | all) #REQUIRED >

```

Appendix B Revision History

Version Number	Release Date	Modifications
1.0	March 26, 2001	Initial Document
2.0	March 28, 2001	Final version